

Prevention of Sexual Harassment Policy

Version – 1.0



PREVENTION
OF
SEXUAL
HARASSMENT
POLICY



SEXUAL HARASSMENT POLICY

1. OBJECTIVE

Runwal is committed to create a safe and healthy working environment that enables its employees to work without fear of prejudice, gender bias and Sexual Harassment. Towards this, it is essential that all employees deal with their colleagues and third parties with fairness and respect, keeping in mind that his/her behavior can affect the internal and external reputation of the Company.



In order to prohibit, prevent and deter the commission of any act of Sexual Harassment at the Workplace and to provide the procedure for the redressal of complaints pertaining to Sexual Harassment, the Company has put in place this Sexual Harassment Policy which reflects the Company's zero-tolerance to any form of prejudice, gender bias and Sexual Harassment at the Workplace.

The policy has been drafted in accordance to the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act and Rules 2013

2. APPLICABILITY

- This policy is applicable to all employees at Runwal including permanent, contractual, temporary and employee on third party payroll, if any.
- An alleged act of sexual harassment, whether the incident has occurred during or beyond office hours.
- An alleged act of sexual harassment, whether sexual harassment has taken place within or outside the company premises.

3. EFFECTIVE DATE

This policy shall be effective from 1 August 2017.

4. SCOPE

This policy includes

- ❖ What is sexual Harassment
- ❖ Complaints Committee – The Internal Complain committee (ICC)

- ❖ Grievance Redressal Procedure
 - Filing a Complaint
 - Conciliation Proceeding
 - Inquiry
 - Action against the Offender
- ❖ Punishment for false or malicious complaint and false evidence
- ❖ Confidentiality
- ❖ Protection to complainant / victim

5. WHAT IS SEXUAL HARASSMENT?

- “Sexual Harassment” is any unwelcome sexually determined behavior, such as: physical contact and advances; a demand or request for sexual favors; whether verbal, textual, graphic, electronic or by any other action, sexually colored remarks, showing pornography; and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- This includes verbal, non-verbal or physical conduct such as obnoxious comments or utterances, remarks or jokes, letters, phone calls, SMS, emails or Skype messages, gestures, showing pornography, stalking, sounds or display of a nature with sexual overtures.
- It also includes a demand or request for sexual favors in return for with a promise of work related favors such as performance appraisals, promotions, transfers, salary increases and employment or any other form of reward or recognition.
- Acts of sexual behavior which may arise out of coercion ranging from pressure for personal favors to sexual favor, intrusion into the private lives, etc. or that which may lead to hostile working condition may also be considered as a form of sexual harassment.

6. COMPLAINTS COMMITTEE

- Considering the sensitivity of the subject, the Company has set up a complaint mechanism in the form of an Internal Complaints Committee (ICC) for time-bound redressal of the complaints related to harassment and discrimination. The ICC is responsible for:
 - Investigating every formal written complaint of sexual harassment
 - Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
 - Discouraging and preventing employment-related sexual harassment
- In accordance with the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act and Rules 2013, the committee comprises of the following members:
 - **Chairperson:** A woman employed at a senior level in the Company from amongst the employees. In case a senior level woman employee is not available, a woman employee from other offices or administrative units of the Company.

- **Two members:** Employees committed to the cause of women or having experience in social work or having legal knowledge.
- **One Member:** From Non-Governmental Organization or associations committed to cause of woman or a person familiar with the issues relating to Sexual Harassment.
- At least half the total members of the Committee have to be women. The Presiding Officer and every member shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.
- The Name of the Members of the Internal Complaints Committee is as per “Annexure A” of this Policy and any change in such composition shall be effected in the policy.

7. GRIEVANCE REDRESSAL PROCEDURE



FILING A COMPLAINT

- If any employee believes that he/ she is being harassed, he/ she should clearly and promptly notify the offender that the behavior is unwelcome. If for any reason an employee does not wish to confront the offender directly or if such discussion does not successfully end the behavior, the employee should bring the concern to the attention of the ICC within three month of the alleged incident taking place.
- The complaint process to be followed in the event of a Sexual Harassment is:
- The complaint must be made to the Chairperson ICC at email id snehal@runwal.com or in writing. The complaint should be made with details of the incident together with the name/s of the alleged harasser/s and the victim/s, as available. If required the individual can seek the assistance of the ICC in writing the complaint and the ICC can arrange for reasonable assistance.
- The Complaint must be made within 3 months of the incident and if there is a series of incidents within 3 months of the last incident.

WHO CAN COMPLAIN?

- Aggrieved employee;
- Where an aggrieved employee is unable to make the complaint on account of physical incapacity, complaint may be filed by:
 - Aggrieved employee's relative or friend; or

- Aggrieved employee's co-worker; or
- An officer of the National Commission for Women or State Women's Commission; or
- Any person who has knowledge of the incident with the written consent of the aggrieved employee.
- Where an aggrieved employee for any other reason is unable to make the complaint, it may be filed by any person who has knowledge of the incident with the written consent of the aggrieved person.
- Where an aggrieved employee is dead, a complaint may be filed by aggrieved employee's legal heir or any person who has knowledge of the incident with the written consent of aggrieved employee's legal heir.

WHAT SHALL THE ICC DO ON RECEIPT OF COMPLAINT?

- Within seven (7) working days of the receipt of the complaint the ICC shall send one copy to the respondent.
- The respondent shall within the period not exceeding ten (10) working days from the date of receipt of the copy of the complaint reply to the complaint along with the respondent's list of documents and name and address of the witnesses, if any.
- The parties shall not be allowed to bring any legal practitioner to represent them at any stage of the proceedings before the ICC.

CONCILIATION PROCEEDING

- Before conducting an inquiry, the ICC may take steps to settle the matter between the complainant and the alleged harasser through conciliation if the employee desires to do so.
- In case the issue gets resolved at this stage, the ICC shall record the issue resolution and forward the same to the Management to take action as specified in the recommendation. In such a situation, the ICC will not conduct any further inquiry in this matter. Monetary settlement shall not be made as a basis of conciliation. However, in case the issue does not get resolved, the ICC shall conduct an inquiry into the complaint.

PROCEDURE OF INQUIRY

- In conducting the inquiry, a minimum of 3 members of the ICC including the chairperson, must be present.
- The ICC shall provide an opportunity to both the complainant and the alleged offender to present their side/ case and request them to present supporting documents where required. The ICC shall conduct the inquiry in accordance with the principles of natural justice.

- The ICC shall have the right to terminate the inquiry proceedings or to give ex-parte decision on the complaint, if the complainant or the respondent fails without any sufficient cause to attend three consecutive hearings convened by the ICC. Such termination or ex-parte order may not be provided without giving a notice in writing, fifteen days (15) in advance, to the party concerned.
- The inquiry shall be completed within the period of ninety (90) days.
- The ICC shall have a detailed discussion internally and submit a written report of recommendations to the Management within ten (10) days from the date of completion of inquiry. The Management shall then act upon the recommendation within sixty (60) days of its receipt by them. This report shall also be forwarded to both the complainant and the alleged harasser

ACTION AGAINST THE HARASSER

- In case the ICC arrives at the conclusion that the allegation(s) against the harasser have been proved, it would be treated as a misconduct and disciplinary action would be taken against him/her as per the applicable service rules. The ICC shall recommend the action to be taken against the misconduct which may include one or many of the following:
 - Written apology
 - Warning
 - Reprimand or Censure
 - Terminating the Harasser from service
 - Undergoing a counseling session or carrying out community service
- Employees undergoing an inquiry under any disciplinary grounds will not be considered for any promotions; increments; growth plans etc. The incident and action taken will be recorded in the employee's personnel file. In case of termination the Company will not be obliged to pay the notice period benefits when such a disciplinary action is taken.
- An employee will have a right of appeal to the decision of the ICC to the court/tribunal within ninety (90) days.

8. PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE

- If the ICC arrives at a conclusion that the allegation against the offender is malicious or the complainant has made the complaint knowing it to be false or has produced any forged or misleading document, strict disciplinary action shall be taken in accordance with the company rules, policies and procedures applicable to her or him.

9. CONFIDENTIALITY

- The Company understands that it is difficult for the victim to come forward with a complaint of Sexual Harassment and recognizes his/ her interest in keeping the matter confidential. Hence, every person who has knowledge regarding the incident shall maintain complete confidentiality under all circumstances.

10. PROTECTION TO COMPLAINANT / VICTIM

- The Company is committed to ensure that an employee who brings forward a harassment concern is not subject to any form of reprisal. Any reprisal will be subject to disciplinary action.
- The Company will ensure that the complainant or witnesses are not victimized or discriminated against while dealing with complaints of Sexual Harassment.

ANNEXURE A

Composition of Internal Complaints Committee

(New committee formed 01-01-2024)

SN	Name	Membership
1	Ms. Snehal Runwal	Chairperson/ Ombudsman
2	Mr. Manoj Paliwal	Member
3	Ms. Lucy Roychoudhury	Member
4	Mr. Rakesh Dogra	Member
5	Ms. Neeta Shendge	Member
6	Advocate Sonali Parikh	External Member